

Costume Policies

Approved, May 2017

The following policies were developed to establish and maintain, artistic professional standards. Realizing director's and designer's artistic visions for a production is our mission. Most importantly, our goal is to provide quality, actor friendly garments which will enhance the world of the play. To achieve this, we work collaboratively with directors, designers, actors, and crew. Please assist us in upholding these standards, and honoring the craft of theater.

Actors Responsibilities

1. A vital step in the costuming process includes getting measurements taken. Appointments must be made as soon as you are cast. Measurements can take anywhere from 15-25 minutes (depending).
2. Costume fittings are another important step in the costuming process. **You must check the call board**, and sign up for fittings as instructed by your stage manager.
3. Please remember that good hygiene is necessary. Come to all fittings, rehearsals, and performances practicing good hygiene.
4. Please bring and wear appropriate clothing, undergarments, and footwear to all fittings. It is essential to properly fitting costumes.
5. Please refrain from critiquing costumes. The process is a gradual one, and we expect positive attitudes and respect.
6. Actors are responsible for providing their own rehearsal shoes and clothing. If you have specialty items they may be provided on a case by case basis. These decisions are made by the director, designer, and shop manager.
7. Actors are responsible for providing their own make-up kit. Kit must be acquired and in possession prior to technical rehearsals.
8. All rehearsal garments must be handled with care. Please return items in the condition you received them i.e. on a hanger, in the costuming closet, etc.
9. **DO NOT** eat, smoke, or drink (anything other than water) in your rehearsal or performance costumes!
10. **DO NOT** take costumes home.
11. Please return items to hangers, ditty bags, etc., and place any items in need of laundering in the designated basket per your costume crew.
12. Treat your costumers and crew with respect and dignity. They have a difficult job, and remember they make YOU look good. Use please and thank you as much as possible.

If you break any of the costume policy rules and regulations, you will be subject to consequences. The 1st offense will require you to work in the costume shop for an hour. The 2nd offense requires three hours of your time dedicated to the costume shop. And a 3rd offense requires six hours dedicated to the costume shop. All shop hours must be completed before the end of the semester. Remember that your THT 300 grade is evaluated on your responsibilities and execution of work. Do not allow breaking of policy to bring down your grade.